



# Our Lady of The Annunciation Primary School



# School Handbook

Updated January 2024

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## *Welcome to Our Lady of the Annunciation Primary School*

Dear Parents and Carers,

I would like to extend to you the warmest welcome to Our Lady of the Annunciation Primary and to our wonderful school community. The fostering of positive partnerships between home and school cannot be underestimated, and I wholeheartedly believe that in working together we can ensure that your child has the support and opportunity to reach their fullest potential in all aspects of their development.

We have very high aspirations for your child and we strive to equip them well, not only for a successful school career, but also for their lifelong learning journey and wider achievement.

As a Catholic school we endeavour to embody the Gospel values in our thoughts, words and actions. We have strong links with Fr Michael and the Parish of St Gabriel's, who support our school throughout the year. We have highest expectations for our staff and partner agencies and believe that through the love, respect and dedication we show we will ensure that all pupils receive the highest quality learning experiences.

We are a Nurturing School and we aim to ensure that all pupils are safe, healthy, achieving, nurtured, active, responsible, respected and included. These rights are enshrined in the Charter for Catholic Schools as well as in law through 'Getting it Right for Every Child' and Glasgow's 'Nurturing City' Policy.

We are confident that you and your child will have a wonderful experience at Our Lady of the Annunciation Primary and I look forward to working with you over the coming years. Across our school there are many opportunities for parents and carers to meet and work with our staff and pupils, through our paired reading sessions, supporting our school allotment and within our active and hardworking Parent Council.

I would welcome you to attend as many of our school events and learning opportunities as you can and become fully involved in your child's learning. My door is always open and if you ever have any questions or concerns please do not hesitate to contact me at the school. I will be more than happy to help you in any way I can.

Mrs Maureen A Douglas  
Head Teacher





# Our Lady of the Annunciation

## Our School Values



Our whole school community came together to re-evaluate our school values. All pupils in the school reflected on, and then voted for, the values which meant the most to them.

All staff discussed and evaluated the school values and our Parent Council and Parent Forum also put forward their views on what our refreshed values should be. We looked at the values which permeate all the work we do and which are embedded in our daily practice; the ones which embody the path we walk together with our children every day.

We are indebted to everyone in our school community who helped to shape our new values and we endeavour to live up to them in all that we do and say.



### Love



### Faith



### Hope



### Kindness



# Our School Information



**Address:** Our Lady of the Annunciation Primary School  
80 Friarton Road  
Glasgow  
G43 2PR

**Telephone number:** 0141 637 7457

**E-mail contact:** [headteacher@ourladyoftheannunciation-pri.glasgow.sch.uk](mailto:headteacher@ourladyoftheannunciation-pri.glasgow.sch.uk)

**Starting Primary School:** <https://www.glasgow.gov.uk/index.aspx?articleid=18007>

**Stages covered:** Primary 1 to Primary 7

**Status :** Denominational – Roman Catholic      Co-educational

**Current role:** 163 pupils      Building capacity - 288 pupils

**Current Classification:**

P1	P2/1	P3/2	P4/3	P5/4	P6/5	P7
23	25	24	24	24	25	21

**Learning Community:** Holyrood Learning Community

**Catchment Secondary:** Holyrood Secondary School  
Mrs Sharon Watson  
Head Teacher  
100 Dixon Road  
Glasgow G42 8AU  
Tel No. 0141 582 0120  
[headteacher @holyrood-sec.glasgow.sch.uk](mailto:headteacher@holyrood-sec.glasgow.sch.uk)

**Breakfast Club:** Operates each morning in the school hall from 8.00 until 8.45am. The cost of this is £2.00 per day or free if your child is entitled to free school meals. Additional siblings are £1.

**After School Care:** OLA Out of School Care runs each day in the school hall from 3-6pm. It is a service offered only to OLA pupils. It is a non-profit making organisation which is Care Commission approved and is managed by a committee of parents.

**School opening hours:** **School Day:** 9.00 – 3.00 pm daily.  
**Morning Intervals:** 10.30 – 10.45 am  
**Lunches:** 12.15 – 1.00 pm  
**School Finishes:** 3.00 pm





# Staffing



Head Teacher :	Mrs Maureen A Douglas
Depute Head Teacher:	Ms Mary Murphy
Principal Teacher:	Mrs Patricia Carrigan
Teaching Staff:	P1 Miss H. Muir
	P2/1 Mrs C. Pedder/Mrs S. McGoldrick (Mon - Wed/Thurs - Fri)
	P3/2 Mrs P. Carrigan/ Mrs H. Martin (Mon - Wed/Thurs - Fri)
	P4/3 Mrs P. Nisbet/Mrs L. Gibbon (Mon - Tues/Wed - Fri)
	P5/4 Mrs G. Dunne/Mrs C. Allan (Mon - Wed/Thurs - Fri)
	P6/5 Mrs C. Allan/Mr P. Fisher (Mon - Wed/Thurs - Fri)
	P7 Mr J. Crilley/ Ms M. Murphy (Thurs)
	P.E. Specialist - Mrs E. Clements (Wed)
	YMI Music Instructor – Rosanne Brackenridge (Thurs)
Clerical Assistants:	Mrs J. Duffy (All day Mon – Fri) Mrs J. McBride (All day Mon - Wed)
Pupil Support Assistants:	Ms G. Zangrande Mrs N. Carnochan Miss K. Waters Mrs M. Gallagher Mrs N. Ahmad (ASN) Ms V. Fraser (ASN) Mrs A. Rizwan
Janitor :	Mr M. Lieser
Dining Hall Supervisor:	Mrs J. Brown
Dining Hall Staff:	Ms L. Maclean Mrs S. O'Donnell
Breakfast Club:	Mrs J. Brown Ms L. Maclean
Catering Assistant:	Mrs S. Roulston
Cleaning Staff :	Ms L. Richards Ms S. Singh Mrs B. McBride
Crossing Patrols:	John Connolly (Merrylee Road) James McNicoll (Friarton Road)
School Chaplain:	Father Michael Woodford St Gabriel's Church, 0141 577 1323



# Our Lady of the Annunciation School Holidays & Inset Days 23-24

Details of the holiday dates are available on the Glasgow City Council website:

<https://www.glasgow.gov.uk/index.aspx?articleid=17024>

## August 2023

- Wednesday 14 August 2023 (Return date for Teachers/In-service)
- Tuesday 15 August 2023 (Inset day)
- Wednesday 16 August 2023 (Return date for Pupils)

## September Weekend

- Friday 22 September 2023
- Monday 25 September 2023

## October

- Friday 13 October 2023 (In-Service day)
- Monday 16 October to Friday 20 October 2023 (October Week)

## December - Christmas and New Year

- Schools close at 2.30 pm on Friday 22 December 2023

## January 2024

- Schools return on Monday 8 January 2024

## February Mid-Term break

- Monday 12 February 2024
- Tuesday 13 February 2024
- Wednesday 14 February 2024 (In-service day)

## April - Spring Holiday (Easter)

- Schools close at 2.30 pm on Thursday 28 March 2024
- Monday 1 April to Friday 12 October 2024 (Spring Break)
- Schools return on Monday 15 April 2024

## May

- Thursday 2 May 2024 (In-Service day)
- Monday 6 May 2024 (May Holiday)
- Friday 24 May 2024 and Monday 27 May 2024 (May Weekend)

## June

- Schools Close at 1.00 pm on Wednesday 26 June 2024

## August

- Monday 12 August 2024 (Return date for Teachers & In-Service Day)
- Tuesday 13 August 2024 (In-Service Day)
- Wednesday 14 August 2024 (Return date for Pupils)



## Enrolling your Child in our School

Glasgow City Council operate an online application process for parents and carers to register their children/young people at their local catchment school.

This site can be accessed via the Council's website via the link below:

<https://www.glasgow.gov.uk/index.aspx?articleid=18007>

We would recommend that you contact the school directly to arrange a visit and meet with the Head Teacher to familiarise yourself with our school community, prior to submitting your online application form.

Each session, we invite all new entrants and their families to join us for a pre-school programme of events in the months of May and June, to welcome and prepare the children for coming to school. During these visits we will do all we can to ensure that your child feels happy and excited to be joining our school.

We liaise closely with the many Pre-5 establishments who feed into our school, ensuring a smooth and effective transition for all our pupils. We aim to continue the excellent work undertaken by our Early Years partners, in the best interest of our pupils.

Parents with pupils who are already of school age, and who wish to place their child in our school, should contact the school office by telephone and we will be happy to arrange an appointment for you to come in and meet with the Head Teacher.

We are delighted to welcome you  
and your family into our school community.







## CURRICULUM for EXCELLENCE

### OLA Primary – Where we love to Learn and Learn to Love !

Curriculum for Excellence (CfE) has been implemented across Scotland for all 3-18year olds and aspires to raise standards, prepare our children for a future they do not yet know, and equip them for the jobs of tomorrow in a fast-changing world.

It enables professionals to teach subjects creatively, to work across the school and with other schools and to ensure effective partnership working to share best practice and explore learning together.

Teachers and practitioners will share information to plan a child's *Learning Journey* from 3-18, helping their progression from nursery to primary and from primary to secondary school, ensuring robust transitions which will support our children fully. It ensures that children are able to work at an appropriate pace and with challenge they can thrive on.

#### **Curriculum for Excellence - A balance of knowledge, skills and application.**

Every child is entitled to a broad general education (BGE). Teachers and staff members are all responsible for the provision of Literacy, Numeracy and Health and Wellbeing, skills that are the key components to learning and are vital to everyday life.

CfE develops skills for learning, life and work to help young people flourish in every aspect of their being and to go on to positive destinations and live happy and fulfilled lives. Our learning brings classrooms to life, making learning relevant and helping our young people to apply these skills to their life beyond the classroom. It links knowledge and skills in one area to those in others, known as Interdisciplinary Learning (IDL), helping children understand their world and make valuable connections. Interdisciplinary Learning develops a range of skills which can be applied in different contexts so that children can think for themselves, make sound judgements, be creative, experience challenge, learn to enquire and find solutions.

#### **Supporting your child to achieve their potential.**

In Our Lady of the Annunciation we develop personalised support to help our young people realise their ambitions and make the most of their talents, with additional support wherever it is needed. The emphasis on all staff to look after our children's health and wellbeing ensures that our school is a place where children feel loved, cared for, safe, secure and ready to learn.

At Our Lady of the Annunciation we look to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors and responsible citizens, building on Scotland's reputation for great education.

The newly refreshed curriculum rationale, and accompanying benchmarks, ensure moderation of standards and assessments across the country. These benchmarks are a great source of information for all professionals involved in educating our young people and for parents/carers to understand the levels of progression through Early Level (Pre-school – Primary 1), First Level (Primary 2-4) and Second Level (Primary 5-7).

**Working together in partnership with our parents  
and carers is crucial to our pupils' feeling fulfilled and experiencing success!**



# Lifelong Learning

The totality of the curriculum, or all the experiences we plan for our pupils, is carefully structured to ensure progression and continuity across a broad and balanced range of subject areas and learning opportunities.

It is important that our curriculum enables our pupils to see the links between various curricular areas, and that learning in school links to real life, supporting them to become active citizens in a modern Scotland. We aim to develop our children as lifelong learners, by teaching them a range of ‘learning skills’ and encouraging the continuation of learning beyond the classroom.

Knowledge, understanding, skills and abilities across all curricular areas will be developed progressively across a range of learning experiences and outcomes and delivered in context or discretely, as most relevant and appropriate to children’s needs.

Curriculum for Excellence offers breadth and balance in the teaching and learning across the following curricular areas:

**Literacy and English   Numeracy and Mathematics   Religious and Moral Education   Social Studies**

**Health and Wellbeing**

**Expressive Arts**

**Science**

**Technologies**

Our Curriculum Rationale also ensures that we deliver learning experiences which develop our children in a holistic way offering:

**Rights Respecting Education**

**Learning for Sustainability**

**Developing the Young Workforce**

**Charitable Works**

**Pupil Voice Committees**

**Stewardship of the Earth**

**STEM**

## Learning For Sustainability

**Learning for Sustainability** is a cross-curricular approach to creating coherent, rewarding and transformative learning experiences. It’s all about learners, educators, schools and their wider communities building a socially-just, sustainable and equitable society. It supports an effective whole-school and community approach by weaving together global citizenship, sustainable development education, and outdoor learning.

It supports the development of knowledge, skills and values at the heart of the curriculum’s four capacities and provides a mechanism for promoting and working towards the UN’s Sustainable Development Goals - all in a wide range of education settings.

### The Four Capacities



In this way we hope that children will have motivating contexts to consolidate and apply a wide range of knowledge and skills taught in other curricular areas, as well as the opportunity to acquire and develop a range of additional skills and attitudes necessary for lifelong learning and the world of work.



## Numeracy and Mathematics

Our aim is to provide a progressive programme of study in all aspects of mathematics for our pupils. Using a variety of approaches and resources we hope to develop in each pupil an enquiring mind, along with the necessary knowledge, skills and attitudes. To achieve this all pupils will experience a range of activities, which are practical, investigative, enjoyable and challenging. Connections across the curriculum will be made wherever relevant.

**Learning and teaching in Maths will take place across the four aspects:**

- **Problem Solving**
- **Information Handling**
- **Number, Money & Measurement - including Financial Education**
- **Shape, Position & Movement**

**Our aim is to develop the following in our children:**

- A positive, confident attitude to maths
- An awareness of the usefulness and relevance of maths in everyday life
- An understanding of maths through problem solving and investigation
- The ability to discuss and explain maths strategies and apply skills across their breadth of learning
- Competence and confidence in the use of mental strategies
- An ability to solve mathematical tasks using concrete, pictorial and abstract approaches



Throughout the school, Maths is taught using interactive methods. Each lesson begins with mental maths to encourage agility in number. We are proud of our progress in the development of Mathematics using Digital Technology, especially through the use of new technology such as iPads. This encourages our children even further by making links with Mathematics in the wider context of our technologically developing world.

We have developed the use of an interactive programme '**Sumdog**' which has captured the imagination of our children and is contributing to raised attainment in this area. This learning resource can also be accessed at home to build and consolidate on the learning taking place in school.

Staff are teaching maths through the embedding of the **Glasgow Counts** programme, embracing current methodology and evidence-based learning to support raised attainment.



## Literacy and English

Literacy and English is taught in carefully planned contexts to provide meaningful, relevant and engaging programmes of study for all our pupils.

Language and Literacy is the key to all curricular areas. In Our Lady of the Annunciation Primary, we embrace the importance of literacy across the curriculum and teachers exploit all opportunities to make cross curricular links when planning literacy activities. We have adopted the Glasgow wide 'Literacy for All' programme of teaching and learning which ensures our pupils are experiencing progressive skills across all aspects including film literacy.

**Teaching in Language consists of four core areas:**

### Reading    Writing    Talking    Listening

- **Talking** and **Listening** skills are formally developed to enable pupils to be effective communicators in all situations. From the early stages in school, children will be encouraged to listen attentively and express their own ideas, opinions and feelings, confidently and articulately. Opportunities will be planned to allow children to deliver more formal presentations to their classmates from P4-P7 and these will be assessed by both your child's teacher and their peers. At the P7 stage, children participate annually in the Holyrood Public Speaking competition which draws a wealth of articulate, confident children together presenting on a range of interesting and entertaining topics. The various skills required to be an effective listener will be developed throughout the seven-year primary curriculum.
- **Reading** is a fundamentally important skill. Emphasis will be placed at the early stages on phonological awareness, comprehension and reading aloud: the ability to decode, understand and convert the printed word into the spoken word. This is combined with the delivery and teaching of a robust and progressive phonic/spelling programme. Thereafter more sophisticated reading skills will be developed e.g. higher order reading skills, research and reference skills, inference, speculation, skimming and scanning and in depth understanding of complex passages. These skills will be developed via HOTS - Higher Order Thinking Skills - using a variety of resources. The importance of recreational reading will be encouraged and promoted at all stages.



- **Writing** consists of many skills, those which equip pupils for writing in real life contexts as well as in the development of the important technical skills of spelling, handwriting and grammar.

Within the school, all children participate in weekly 'Big Writing' sessions. Our children are encouraged to write regular, extended pieces of writing in a variety of genres. All children from P3-7 are encouraged to reflect on their writing targets with their teacher, leading to continuous improvement. Writing is assessed formally 3 times per year with the children being encouraged to aim for their next level through specific targets.

These four broad areas of literacy are closely linked and are also taught throughout interdisciplinary contexts, as well core literacy inputs. The acquisition of literacy involves complex skills and understanding, and our Literacy curriculum includes contexts which incorporate all four aspects of literacy.

**Being literate equips young people to be proactive in their learning and to explain their thoughts.**

In Our Lady of the Annunciation, we employ a range of high-quality resources and strategies including: Storyworld, Discovery World, Reading Routes, Connectors, Literacy World, Jolly Phonics, Jolly Grammar Big Writing, Novel Studies and Literacy for All to ensure we deliver a comprehensive and diverse literacy programme. We incorporate Reciprocal Reading Strategies and Higher Order Thinking Skills to develop more independent language skills.

## Modern Languages

At Our Lady of the Annunciation we embrace the Scottish Government's policy of 1+2 Languages. French is taught to all pupils from Primary 1 to Primary 7 and we also give our pupils opportunities to experience Gaelic in Primary 1-3 and pupils in Primary 5 have undertaken learning Arabic as part of the Discovering the World: Arabic project in partnership with Strathclyde University and SCILT. This session we will be introducing Italian to senior pupils.





## Health and Wellbeing

Our Lady of the Annunciation Primary is a Health Promoting School. Health and education go hand in hand and children who are fit and healthy are more likely to achieve their full potential. The Scottish Government requires that all schools are Health Promoting, meaning that we adopt a whole school approach to promoting the physical, social, mental and emotional wellbeing of all pupils and staff. The introduction of the Schools Health Promotion and Nutrition Act and Curriculum for Excellence both place Health and Wellbeing at the heart of education.



### The Fuel Zone



The food in Our Lady of the Annunciation is prepared to a high standard and our catering staff are integral to the school team. They know all the children well and encourage healthy choices, good manners and work to ensure that lunch times are positive social occasions for our pupils. Special medical diets can be catered for in line with Council Policy. Children can opt into school lunches daily. Parents/carers are provided with menus and these follow a three-week rotation.

**Please help support our commitment to health and wellbeing by encouraging your child to bring healthy snacks and drinks to school and by making use of our Fuel Zone which provides a great range of healthy lunches. All pupils in P1-5 now benefit from free school meals with P6-7 meals costing £1.90.**

### HEALTH AND WELLBEING CURRICULUM

The main purpose of Health and Wellbeing is to develop the knowledge, understanding and skills which are necessary for mental, emotional, social and physical wellbeing now, and in the future.

Our Health and Wellbeing curriculum aims to support children and families to understand and develop their physical, emotional and social wellbeing. It is hoped that this learning will assist them in making informed decisions throughout their lives, in order to improve all aspects of their wellbeing. Children will experience and learn about:



- **Health Education**
- **Physical Education and Activity**
- **Personal and Social development, including relationships**

We have a strong focus on Health and Wellbeing which complements our commitment to the wellbeing of our pupils in all aspects of their development.

We work in partnership with various health professionals and partner agencies to promote health and wellbeing, including the South Health Improvement Team, our Active Schools coordinator, and our School Nurses.

**Some of the health initiatives ongoing in our school include:**

- Annual Health Week involving many agencies and community partners
- Anti-Bullying Week
- Active After-Schools Clubs including Football, multi-sports and squash
- Healthy School Meals



- Comprehensive Health and Wellbeing lessons embedded in our curriculum
- Playground Buddying
- External specialists in dance, football, athletics, swimming and netball
- Water available at all times for all pupils
- Tooth brushing for Primary 1 and 2 pupils
- Participation in the 'Daily Mile' initiative
- Silver accreditation in Sports Scotland Awards Programme

## Physical Education and Activity

Pupils follow a course devised by Education Services. All pupils receive two hours of physical education every week. In accordance with Health and Safety guidelines, pupils are not allowed to wear jewellery during PE lessons. Pupils who wish to have their ears pierced should do so over the summer holidays.



We are fortunate to benefit from the expertise of our P.E. specialist, Mrs Clements, who teaches classes one day per week and who coaches our Gymnastics and Athletics Club.

### Our Physical Education Programme covers the following areas:

- Gymnastics
- Invasion Games
- Possession Games
- Athletics
- Fitness

## Expressive Arts

Children will learn to express themselves in different ways and be creative through Art, Music, Drama and Dance. In addition, they will develop an appreciation of aesthetic and cultural values, identities and ideas. Through the development of skills and increased confidence in the expressive arts, children often develop confidence in other curricular areas.

**Their studies in each of these subjects will centre around 3 themes:**

- **Creating**
- **Presenting**
- **Evaluating**



*Pupils helping to create our Jubilee Mosaic*

We have an amazing **School Choir** for pupils in Primary 4 -7 and children are encouraged to perform at a variety of musical and fundraising events. This has included raising funds for the Ronald McDonald House Charity at the St Enoch's Centre.



We have some very creative and talented members of our teaching and support staff who take the lead in organising art competitions and school displays to enhance the school environment.

We aim to create as many opportunities as possible for our children to perform and present to various audiences.

These include:

- Presenting class assemblies
- Leading school Liturgical events
- Producing an annual Nativity /Christmas Concert for parents and visitors
- Stage or Year group concerts.
- P6 & 7 School Show
- School-wide talent competitions

## **Social Studies, Science and Technologies**

Children follow a programme of Social Studies topics enabling progressive skills development delivered through interdisciplinary contexts which are relevant and appropriate to the children's needs and interests. All pupils take a lead in their learning and help to create the 'Big Questions' to be answered through their topics.

**The experiences and outcomes for social studies are organised into three core areas:**

- **People, past events and societies**
- **People, place and environment**
- **People in society, economy and business**

The learning and teaching programmes offer balanced inputs across each of these aspects. Social Studies topics may also provide a context for teaching and learning in other curricular areas and allows for the transfer and application of skills. A key aim of this curricular area is to broaden children's understanding of their world.

Each session our pupils take part in excursions which promote the link between the classroom and skills for learning, life and work. The use of places of interest ensure the children have an opportunity to build on prior learning.

## **Science**

Through the study of Science, children will investigate their environment by observing, exploring, investigating and recording. They will be given opportunities to recognise the impact science makes on their lives, on the lives of others and on the environment and their future.

**The key Science concepts have been clearly identified using five organisers:**

- **Planet Earth**
- **Forces, Electricity and Waves**
- **Biological Systems**
- **Materials**
- **Topical Science.**



Skills, knowledge and understanding will be developed progressively through all these areas, again using contextualisation and discrete learning and teaching approaches appropriate to our children's needs.

## **Technologies**

Technologies provide opportunities for active learning in creative and work-related contexts. Children will develop an understanding of technologies and their impact on society. They will also develop confidence and skills in the use of these technologies to create, present and record their own ideas and materials.

**The Technologies Framework has six organisers:**

- **Technological developments in society**
- **Digital technology to enhance learning**
- **Business**
- **Computing science**
- **Food and textiles**
- **Craft, design, engineering and graphics.**

## **Digital Learning**

As well as developing ICT knowledge and skills we also have a wide range of technologies which are potentially powerful learning tools across the curriculum and throughout life. We have been part of the new digital rollout across Glasgow schools. This has included new Wi-fi provision across the school along with staff and pupil iPads. P7 pupils have one-to-one iPads, with P6 and P5 one-to-one iPads being rolled out this session. P1-P4 have a shared set of class iPads. We also have Apple TV in every classroom to complement our existing interactive whiteboards.

Our Digital Learning framework not only develops discrete skills in coding, word-processing, graphics and information handling from P1-7 but also provides the opportunity to use these skills to support all other curricular areas. We also focus strongly on Internet Safety and developing good ethics when using digital resources.

The use of a range of technology, including cameras, visualisers, laptops, iPads, MacBooks and interactive Smart Boards, further supports learning and teaching across the curriculum. In addition, access to a wide range of software and the Internet enhances and motivates both independent and collaborative learning and research. We are constantly developing our Digital Learning programmes and have established opportunities for all pupils to lead the learning in digital technologies.

## **Outdoor Learning**

Taking learning outdoors is a key strategy in our school's philosophy. We believe that by using our outdoor spaces at every opportunity we offer our pupils the opportunity to connect with nature and enhance their learning.



Our experience is that the pupils use this opportunity to transfer skills learned in the classroom to their wider environment and to real life contexts. Pupils have higher levels of engagement and increased interest levels when their learning incorporates outdoor aspects.

We believe we have a responsibility to make the most of the outdoor environment to support the delivery of the experiences and outcomes of a Curriculum for Excellence. We are also in the extremely fortunate position of having our own **School Allotment** which is used to help children understand the importance of growing their own produce and Stewardship of the Earth.

In Our Lady of the Annunciation, teachers plan regular outdoor experiences for our pupils which allows their learning experiences to be widened and gives greater opportunities for the application of the skills learned within the classroom.



## **This is Our Faith, Religious and Moral Education**



*Diamond Jubilee Mass*



*St Gabriel's Parish*

In Roman Catholic denominational schools, our Catholic Liturgy shapes the nature and frequency of religious observance activities in the classroom and in the wider school community. So, at times, children and young people will be invited to participate in, and sometimes to lead prayer and reflection in classrooms and at assemblies. At other times, to honour particular occasions or feasts, chaplains will lead school communities in the celebration of Mass and other forms of liturgical celebration.

Where a parent chooses a denominational school for their child's education, they choose to opt in to the school's ethos and practice which is imbued with faith and religious observance. In denominational schools, all experiences are influenced by the school's faith character. There is however statutory provision for parents to withdraw children from participation in religious observance.

Parents and carers from religions other than Christianity may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangement will be considered. Appropriate requests can be granted for three occasions (days) in any one school session.

As a Catholic community, all adults are committed to promoting the Gospel values in our daily interactions with our young people and to recognise and celebrate those values in our children.

We have a strong bond with our parish community, St Gabriel's, and benefit from tremendous spiritual support from our school chaplain, Father Michael Woodford.

As a school community, we come together with our parish to celebrate Mass each term and to attend Mass on important feast days.

### **SACRAMENTAL PREPARATION**

We work closely with both our school chaplain and our parents to jointly prepare our pupils to receive the following sacraments.

- In Primary 3, pupils will invite their parents to our reconciliation service before engaging in the Sacrament of Reconciliation during the season of Lent, usually in March.
- In Primary 4, pupils will invite their parents to an information session to outline the programme of work studied before our pupils receive of the Holy Eucharist in May.
- In Primary 6, children will embark on their journey to undertake the Pope Francis Faith Award.
- In Primary 6 and 7, pupils will work with staff who will deliver 'God's Loving Plan', a relationship programme approved by our Archdiocese.
- In P7 pupils will also prepare to receive the Sacrament of Confirmation.

School staff engage in many professional development opportunities provided by our Archdiocese and benefit from spiritual support from our Archdiocesan advisor and from Father Michael.



As a school, we recognise and highlight events in our liturgical calendar. We encourage our pupils to engage throughout the session in many charitable initiatives to support those who need our support.



## **OTHER WORLD RELIGIONS**

Throughout our school, this programme encourages the development of both knowledge of Other World Religions and the promotion of respect and tolerance for other cultures and beliefs.

**A planned and progressive programme is delivered at the following stages;**

**P4 - An introduction to Islam**

**P5 - An introduction to Judaism**

**P6 - Developing knowledge of Islam**

**P7 - Developing knowledge of Judaism**

## **Reporting to Parents/ Carers**

Each year we hold two Parents' Evenings, one in October and one in March, to enable parents to discuss their child's progress with the class teacher. If parents do have any anxieties about their child's progress, they are encouraged to contact the school to arrange an appointment to discuss the matter as soon as possible.

A written report is issued each year for every pupil and all pupils are encouraged to evaluate their own progress and next steps. Every effort is made to keep parents informed by way of monthly newsletters and through our Twitter account and website. Parents are also invited into the classrooms to meet teachers in September to receive a presentation outlining their child's curriculum.

An open session is held each year to encourage parents to view pupil work, displays and to view individual jotter /class work to view pupil progress.

## **Assessment**

We continue to develop our use of a range of formative assessment strategies, aimed at progressing pupils' learning and development. Various methods of assessment are employed on an ongoing basis. These include both formal and informal observations, structured assessments of practical activities and end of unit or bi-annual assessments.

Assessment is a continuous process which informs our planning. It is the aim of our assessment policy to:

- 1 Improve the quality of learning and teaching for all pupils.
- 2 Raise standards of individual pupil attainment and achievement.
- 3 Enable a continuum in provision for pupils across the range of stages through primary and into secondary school.
- 4 Enable more effective reporting to parents and pupils.

Pupil assessment is an important aspect of school life and attainment of assessed levels will be reported to parents as part of our progress reporting. Assessment can take many forms but is key in supporting pupil learning and in determining and planning the next steps in learning.

It is our policy to give every pupil an equal opportunity to participate and share in all learning experiences that the school provides. Continual tracking of every child's progress ensures that they are achieving their full potential. This happens four times a year.

The majority of P1 pupils will be taught the experiences and outcomes at Early Level

The majority of P2-P4 pupils will be taught the experiences and outcomes at First Level

The majority of P5-P7 pupils will be taught the experiences and outcomes at Second Level and beyond

### **Supporting Learning at Home**

In the early stages parents can help by reading with their children and talking to them about their texts. This helps to promote understanding as well as language skills and numeracy. In the middle and upper stages, work done at home will reflect the work taught in class. Children should be encouraged to use television, radio, newspapers and magazines as well as books and the internet as useful resources for home learning.

All pupils in the school complete two numeracy tasks and two literacy tasks each week for homework. Spelling is regularly revised at home. Pupils in Primary 4-7 will complete research tasks over the course of the session which are linked to the topics being studied in class. We introduced the Seesaw Learning App which is used extensively to aid learning at home and ensure effective home-school communication.

Homework is provided for various purposes:

- Practice and consolidation of work covered in class
- Preparation for future class work using resources not available in school
- Encouragement of parental co-operation and support and practice in private study

### **Parental Engagement**

Parents have an essential role to play in encouraging and helping young people to organise and complete homework. Parental Support is essential to a child's progress and pupils whose parents take an active interest in their learning at home benefit greatly. Research has shown that children who receive support for their learning at home make better progress than those who do not.

We believe that partnership between home and school is crucial in supporting our pupils, and parents are encouraged to be actively involved as a '*helpful presence*' when their child is completing homework.

Homework should not become a laborious task or one which causes undue stress on the family. Therefore, if you have any concerns about homework please do not hesitate to contact the school.

### **Home - School Partnership**

In Our Lady of the Annunciation Primary we feel very strongly that education should be a partnership between school and home. To this end we try to involve parents in as many aspects of school life as possible.

After children have enrolled for Primary 1, we invite parents and children to take part in our induction programme beginning in May. This involves workshops for parents and play sessions for the children. The workshops are informal, and parents' opinions, expertise and experience are respected and valued. The play sessions give the children an opportunity to become familiar with the school, the staff and their Primary 7 Buddy, helping them to settle happily in August.

Families are regularly informed about our school events via the Head Teacher's monthly newsletters, as well as through letters and texts. We also use Glow Blogs and Twitter to keep parents up to date with the great work being done in the school.

## Parental Support

In Our Lady of the Annunciation Primary we are very fortunate to have so many parents who offer their help to the school. Families complete our Home School Agreement which demonstrates to our young people that together we are committed to promoting the school's Values and the Golden Rules.

**Our parents can help in a variety of ways, for example:**

- **Participating in our Paired Reading Programme**
- **Employability sessions**
- **Eco-school initiatives**
- **Costume making**
- **Accompanying pupils on visits and trips**
- **Contributing to school initiatives to support Numeracy and Literacy**
- **Assisting with World Book Day**
- **Contributing their expertise to support Health Week**

We have a thriving, supportive and very pro-active Parent Council who work in collaboration with school staff to take forward the school's Improvement Plan. They continuously carry out valuable and much appreciated fund raising on behalf of the school.



Our Lady of the Annunciation has an open-door policy. If you have any matters you wish to discuss at any time please do not hesitate to contact Mrs Douglas, Head Teacher, or any member of the Senior Leadership Team.

## Our School and Our Community

Our school enjoys a high profile and excellent reputation in the community. We involve ourselves in community initiatives and events and enjoy the support of groups within it. We have very close ties with St Gabriel's Parish, Merrylee Primary School and with both Merrylee Plot Holders and Residents Associations.

The ethos of our school is one of kindness and justice, where everyone involved with the school works together for the benefit of all. The school offers a happy and secure environment where the talents and strengths of the individual are recognised and encouraged. Children from the school also enjoy 'giving back to the community'. This caring and sharing attitude is extended to the community and the world at large, by engaging in local and global citizenship issues.

Throughout the year we undertake various fundraising ventures to benefit others for example:

- **Missio**
- **St Nicholas Care Fund**
- **Loaves and Fishes Charity**
- **Blythwood Trust Shoebox Appeal**
- **SCIAF**
- **Mary's Meals and Malawi Backpack Appeals**



We have forged many valuable links over the years with our local establishments such as Lime Tree Nursery, the schools in our Learning Community, along with all our associated nurseries and respective High Schools.

## **Additional Support Needs**

Children develop at different rates and gain skills and competencies on individual levels. They are provided with differentiated activities, learning intentions and success criteria appropriate to their strengths and development needs. Many children have additional support needs, some needs are short term or transitory, others are long term. Additional supports enable children to access the curriculum, building on their strengths and over-coming barriers to learning.

In Our Lady of the Annunciation Primary we are committed to helping pupils overcome barriers to learning and we provide a wide range of additional supports to help meet our pupils' needs, for example:

- Support for learning in small groups or one to one
- Early Intervention strategies
- Paired reading
- Movement/co-ordination group
- Bridging the Gap transition programme
- Digital Learning support

### **ASN Policy**

The Council's policy 'Every Child is Included' recognises that there may be a broad range of factors and circumstances, over the short or long term, which give rise to a child or young person requiring additional support to promote learning and all-round development.

All children and young people need support to help them learn and to achieve their full potential. Our aspiration for all children and young people is that they should be successful learners, confident individuals, responsible citizens and effective contributors.

Our school policy outlines how we will meet our duties under the legislation. As with all our practice, it is dependent on a successful relationship with parents, carers and our children.

### **Accessibility Strategy**

The school has a duty to ensure that all our pupils have equal access to the curriculum, supported as appropriate, to meet their individual needs. This covers not only the content of the lessons and teaching strategies but also minor adaptations to the physical environment of our buildings to address the needs of pupils with physical or sensory impairments.

We also ensure that parents and carers who are differently abled have equal access to information about their children. This may involve provision of a BSL interpreter for the deaf, agreeing phone contact or the provision of a language interpreter for parents whose first language is not English.

### **Positive Behaviour Policy**

In Our Lady of the Annunciation, our main aim is to ensure children understand the importance of positive relationships and to help them achieve self-discipline, along with the skills needed to get along with one another. The relationship between pupil and teacher should be similar to that between the child and his/her own parents. Our teachers and pupils work together, respect each other and show consideration for all.

The school's golden rules operate for the benefit and wellbeing of all pupils and are devised with our pupils. It is important that the children have a clear understanding of the high standards of behaviour we expect, and parents will be kept informed and consulted about inappropriate behaviour at an early stage.

The main aim of our Positive Behaviour Policy, however, is to encourage and reward good behaviour rather than focus on inappropriate behaviour. All staff follow the principles outlined in both the Charter for Catholic Schools, the United Nations Charter for the Rights of the Child and the Nurturing School guidelines.

All classes follow the Golden Rules with rewards linked to 'Golden Time' activities at the end of the week. All pupils receive presentations and assemblies on positive behaviour throughout the school session. Our pupils in P4-7 were consulted on this approach and unanimously voted in favour of keeping this policy.

### **GOLDEN RULES**

*We are gentle*

*We are kind and helpful*

*We listen*

*We are honest*

*We work hard*

*We look after property*

*We don't hurt others*

*We don't hurt anybody's feelings*

*We don't interrupt*

*We don't cover up the truth*

*We don't waste our own or others' time*

*We don't waste or damage things*

### **Attendance at School**

**At Our Lady of the Annunciation we are very aware of the link between good attendance and success in learning and we always encourage good attendance.**

Parents are asked to advise the school if their child is going to be absent. This should be done as early as possible on the first day of absence.

All calls must be made to the **Pupil Absence Reporting Line on 0141 287 0039**. The line is open between 08.00-15.30 Monday to Friday. Alternatively, you can use the online form on the Glasgow City Council website: <https://www.glasgow.gov.uk/index.aspx?articleid=18832>

If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken.

Parents/Carers do not have the right to take their child out of school without permission during term-time. The Head Teacher can only authorise time off during term time in exceptional circumstances.

**Exceptional Circumstances may include:**

- **Short term parental placement abroad**
- **Family returning to their country of origin for family reasons**
- **The period immediately after an illness or accident**
- **A period of serious or critical illness of a close family relative**
- **A domestic crisis which causes serious disruption to the family home, causing temporary relocation**
- **Participation in organised events which promote wider achievement**

The following are not authorised reasons and absences will be recorded as unauthorised:

- **Family celebrations or events**
- **Availability of cheaper holidays or desired accommodation**
- **Holidays which overlap the beginning or end of term**

If a parent/carer does not contact the absence line regarding an absence, the absence is recorded as unauthorised.



## Attendance Policy

Our attendance policy is in accordance with Glasgow City Council's Attendance Policy. Please note that the Education Liaison Officer will investigate unexplained absences or poor attendance rates. If attendance is deemed to be giving cause for concern the following procedures will be implemented:

- Letter sent highlighting the school's concern
- Visit to home of child by Education Liaison Officer
- Formal meeting with the Head Teacher
- Referral to the Attendance Council or Joint Support Team
- Application for Family Support interventions

## Extra-Curricular Activities

Our pupils are offered a diverse range of opportunities and are supported to access clubs and associations to encourage an active lifestyle.

Activities on offer may include:

Football	Netball	Badminton	Music	Squash
Judo	Dance	Tennis	Gymnastics	Cheerleading



Our pupils are offered a week long outdoor residential experience in Primary 7. This affords pupils the opportunity to try many outdoor pursuits and to cultivate a respect and love of our wonderful countryside.

## Playground Supervision

*An adult presence is provided in playground at break times in terms of the School (Safety and Supervision of Pupils) (Scotland) Regulations, 1990.*

Our support staff are always on duty in the playground and are trained in supporting positive playground experiences. Mrs Carnochan is our designated first aider and Mrs Fraser is trained in the care of diabetic pupils. The senior pupils also play an integral role in supporting positive play for our youngest pupils.

**We have a varied range of playground areas and resources suitable for all ages and types of play. Our pupils are always encouraged to have positive and active playtimes.**

## Clothing and Uniform

At Our Lady of the Annunciation Primary School we believe that 'Dressing for Excellence' impacts positively on many aspects of our pupils' daily experience. Pupils are always encouraged to take a pride in their uniform, and we ask parents to support this.

We always encourage pupils to wear their shirt and tie, but especially for special events and when representing the school at external events. We believe this promotes and enhances the school's reputation in the community.

## Our Uniform

Grey skirt/pinafore/trousers  
Blue shirt and tie  
Blue jumper/cardigan/ sweatshirt  
Blue polo shirt (PE)  
White or Grey socks



Grey trousers/shorts  
Blue shirt and tie  
Blue jumper/cardigan/ sweatshirt  
Blue polo shirt (PE)  
Grey socks



**We ask that every item of your child's clothing is labelled with your child's name and class.**

School uniforms can be purchased from Academy uniform suppliers online. Your order will be delivered back to the school and will then be placed in your child's schoolbag.

**In line with Glasgow City Council Policy there are forms of dress which are unacceptable in school, such as items of clothing which:**

- **Could cause injury/damage to self or others**
- **Cause offence (such as football colours, anti-religious symbolism or political slogans)**
- **Could cause Health and Safety issues, such as loose-fitting clothing, dangling earrings**
- **Are made from flammable material for example shell suits in practical classes**
- **Could cause damage to flooring (such as Heelies)**
- **Carry advertising, particularly for alcohol or tobacco**

Under no circumstances will pupils be deprived any educational benefit as a result of not wearing clothing conforming to the school's dress code policy.

### **Clothing & Footwear Grants**

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £15,860\*), Housing Benefit, Council Tax Benefit or Universal Credit (where the total income is less than £7320) will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at <https://www.glasgow.gov.uk/index.aspx?articleid=17885>

### **Medical and Health Care Information**

The school works in partnership with the *NHS* and has a good relationship with our school nurse who visits us regularly.

**During visits, the school nurse may check:**

- **Eyesight in P1, P4 and P7 and at other times if there is a concern**
- **Colour vision in P7**
- **Hearing if required**
- **Height/Weight in P4 and P7 and at other times if there is a concern**
- **Health interview at P7 and at other times if there is a concern**

Dental inspections take place each year for P1, P2, P4 and P6 children and dental hygiene talks have been given to Primaries 1, 2 and 6. When children are taken ill or have an accident the school's First Aider will assess their condition. Simple first aid is administered where appropriate. If necessary, parents are contacted for more serious incidents.

Parents are requested each year to complete a form providing emergency contact details to enable the school to contact them quickly in an emergency. It is important that such information is kept up to date.

**It is Council Policy that no child will be allowed to leave the school for an appointment unless accompanied by an adult.**

### **Information in Emergencies**

We make every effort to maintain a full educational service, but some circumstances arise which lead to disruption.

**Schools may sometimes be affected by the following:**

**Severe/Extreme weather**

**Temporary interruption of transport**

**Power failures**

In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you informed via emails, text, Seesaw, notices in local shops and community centres, announcements in local churches and announcements in the press, on local radio and via the council's website. Information will also be posted on the school's website and on Twitter.

## **Transport**

The education authority has a policy of providing free transport to all pupils who live out with a certain radius from their local school by the recognised shortest walking route. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible can apply online at <https://www.glasgow.gov.uk/index.aspx?articleid=17882>

The education authority does not provide transport for those pupils in receipt of a placing request other than in individual exceptional circumstances and where appropriate legislation applies.

## **Our Parent Forum and Parent Council**

The Scottish Schools (Parental Involvement) Act 2006 outlines the arrangements for parent/carer representation in all schools. Since August 2007, all parents/carers are automatically members of the Parent Forum for their school and they have a right to establish a Parent Council to represent them.

### **Parent Forum**

The Parent Forum is made up of all parents/carers who have a child attending our school. Membership of the Parent Forum allows parents/carers to have a positive role in taking the school forward and to enable their collective view to be represented. One of the ways parents/carers in the Parent Forum will be able to express their views will be through the Parent Council.

### **Parent Council**

The Parent Council is a group of parents/carers selected by members of the Parent Forum to represent all the parents/carers of children at the school. Parent Councils are very flexible groups and the Parent Forum can decide on the type of group it wants to represent their views.

**A Parent Council can be involved in:**

- **Supporting the work of the school**
- **Gathering and representing parents' views to the Head Teacher, education authority and HMIE**
- **Promoting contact between the school, parents/carers, children and the local community**
- **Fundraising**
- **Involvement in the appointment of senior school staff**

Parent Councils are recognised in law from August 2007. As a statutory body, the Parent Council has the right to information and advice on matters which affect children's education. Every school's Parent Council will be different because it will be parents/carers in each school who make the key decisions. The Parent Council is also entitled to support from the education authority in fulfilling its role.

## **Membership of the Parent Council**

Generally, members of the Parent Council must be parents/carers of children who attend the school and the chairperson must have a child in the school. However, the Parent Council can decide to co-opt other members from teachers and the community who will have knowledge and skills to help them.

## Parent Council Members 23-24

Member	Position Held
Cat Oliver	Chairperson
David McIlmoyle	Vice Chairperson
Cecilia Morrison	Secretary
Pamela McGurk	Treasurer
Sheila Speirts	Church Representative

We are very fortunate to have an extremely active Parent Council which organises various social and fundraising activities throughout the year for adults and pupils. Our Parent Council very successfully raises and donates substantial funds each year to the school which is used to enhance the educational experiences for every pupil within our school. Newsletters are issued from the Parent Council to update the entire community and information is also available on their Facebook page.

The Parent Council raises much appreciated sums of money to support and enhance the learning opportunities for all the pupils in Our Lady of the Annunciation Primary.



The Parent Council arranges social events for both children and adults.

Through their many fundraising and family events, they subsidise trips and experiences for the benefit of all.



## Pupil Voice

Pupils take responsibility for many aspects of life within our School through the following groups:

*Eco Committee*  
*Pupil Council*

*Health and Wellbeing*  
*Literacy Legends*

*Liturgy*  
*Librarians*

*Digital Warriors*  
*Sports Captains*

We aim to offer our pupils a range of opportunities to become confident, effective contributors who will be the responsible citizens for our future.

## Pupil Council

The Pupil Council in Our Lady of the Annunciation have been very pro-active in developing school initiatives over the years. All classes from P2-7 have members representing them on our Pupil Council. Our P7s represent our P1 pupils at meetings.

**Our Pupil Council is very responsive in listening to ideas and concerns from all our pupils and have previously been involved in:**

- Auditing the views of pupils.
- Participating in our Values refresh
- Running Road Safety Campaigns
- Steering our Rights Respecting School Award
- Organising School Events for Pupils
- Ordering new playground equipment for all classes



Pupil Council members regularly speak at assemblies and hold monthly meetings which they minute and post on the Pupil Council information board.

## **Child Protection**

All educational establishments and services must take positive steps to help and protect children themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

**Educational establishments and services must create and maintain an ethos and climate which actively promotes child welfare and a safe environment by:**

- **Ensuring that children are listened to and respected**
- **Ensuring that programmes of health and personal safety are central to the curriculum**
- **Ensuring that staff are aware of child protection issues and procedures**
- **Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children**

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the Head Teacher or the person deputising for her. After judging if there are grounds for concern regarding the welfare or safety of any child, the Head Teacher must then immediately advise the duty Senior Social Worker at the local Social Work Services area office of the circumstances.

## **Data Protection – use of information about children and parents/carers**

We collect information about children attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this). Information held by the school is, in legal terms, processed by Glasgow City Council.

The Council is registered as a data controller under the Data Protection Act 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council.

For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see <https://www.glasgow.gov.uk/index.aspx?articleid=18010> Education specific privacy statements can be accessed at <https://www.glasgow.gov.uk/index.aspx?articleid=22069>

## **Dealing with Racial Harassment**

It is unlawful to discriminate against someone because of his/her colour, race, nationality, ethnic or national background. It is the duty of Glasgow City Council to eliminate unlawful racial discrimination. Council guidelines are issued to assist all teaching staffing in dealing with such incidents. The adoption of an anti-racist approach should be seen as one part of the continuing attempt to improve the quality of education.

Glasgow City Council recognises that support from the home is essential if these aims are to be achieved. Every child in Glasgow has the right to be happy and secure at school.

## **Bullying Behaviour**

Bullying behaviour will not be tolerated within Glasgow City Council's educational establishments. All children in Glasgow's educational establishments have an entitlement:

*“to work (and play) in a learning environment in which they feel valued, respected and safe and are free from all forms of abuse, bullying or discrimination”.*

**(A Standard for Pastoral Care in Glasgow Schools).**

Glasgow City Council has revised its Anti-Bullying Policy, incorporating the requirement to record and report all discriminatory behaviours within educational establishments.

In Our Lady of the Annunciation Primary, we adopt a zero-tolerance stance and through our programmes of study and pastoral care we endeavour to equip our pupils with the skills to deal with bullying.

## **Comments and Complaints**

### **In line with Glasgow City Council Policy:**

If you have a comment or complaint, please approach the Head of Establishment in the first instance. If the Head of Establishment does not resolve the issue to your satisfaction, you should contact our Customer Liaison Unit who will:

- **Take a totally neutral stance in fully investigating your complaint;**
- **Acknowledge receipt of your complaint within five working days;**
- **Give a full written response within a further 10 working days, unless another timescale has been agreed.**

**The Customer Liaison Unit can be contacted by phone or e-mail:**

**Phone 0141 287 3655/4688  
E-mail [education@glasgow.gov.uk](mailto:education@glasgow.gov.uk)  
Customer Liaison Unit  
Education Services  
Glasgow City Council  
40 John Street  
GLASGOW  
G1 1JL**

***We look forward to working in partnership with you in the years ahead.***

All information included in this handbook is correct at the time of printing but may be subject to change.

